SECTION 3.60 TRAINEE/JOURNEY RECLASSIFICATION
CONTRACT-COVERED

Last Update: 8/11

Following is a list of job class series in which the employee must serve a minimum trainee period before progressing to the journey level or higher. Different classes have different minimum trainee time periods. Consult the "Education, Experience, and Special Requirements" section of the journey level class description for specifics. Trainee/journey reclassifications are not automatic.

Supervisors are responsible for reviewing the progress of the employee in the trainee class. If the employee's performance is not at the journey level within the minimum time required, the trainee period may be extended. Under no circumstance can the period of time be shorter than the minimum requirements on the journey level class description.

When the employee is performing at the journey level, the personnel assistant must prepare a Position Change Request (M-5) to have the employee's position changed to the journey level.

Supervisors have the discretion to fill vacancies at the trainee or journey level. If a supervisor posts the position for transfer at both levels simultaneously, the most senior person who applies for a contract transfer must be offered the position. If a requisition list is requested, the position can only be posted for the level(s) offered for transfer. If both levels were posted for transfer, both levels may be requested on the requisition. The job, however, will be posted with the trainee level minimum qualifications. If applicants meet the minimum qualifications for the journey level, the supervisor can fill at that level. An M-5 must be initiated by the personnel assistant if the position is classified at a level different than the one to which an applicant is hired.

TRAINEE/JOURNEY CLASSES

Class Code	Class Title	Minimum Time to Journey Level	Class Code	Class Title	Minimum Time to Journey Level
00309-00311	Accountant/Auditor 1 to Accountant 2	12 months	00870-00871	Labor Market Research Economist 1 to 2	18 months
00309-00327	Accountant/Auditor 1 to Field Auditor	12 months	00733-00734	Management Analyst 1 to 2	12 months
00309-00343	Accountant/Auditor 1 to Revenue Auditor 2	12 months	08370-08375	Mechanic Helper to Mechanic	18 months
00790-00791	Administrative Law Judge 1 to 2	18 months	04005-04006	Planning Aide 1 to 2	12 months
94584-94585	Assistant Auditor 1 to 2	18 months	08410-08415	Power Plant Engineer 1 to 2	6 months
00643-00644	Attorney 1 to 2	18 months	04020-04022	Program Planner 1 to 2	18 months
00721-00722	Budget Analyst 1 to 2	18 months	00367-00368	Property Appraiser 1 to 2	18 months
04715-04717	Communication Center Specialist 1 to 2	12 months *	03245-03246 83245-83246	Psychologist 1 to 2	12 months

04735-04736	Communication Technician 1 to 2	18 months	00633-00634	Public Defender 1 to 2	18 months
00640-00641	Compliance Officer 1 to 2	18 months	08325-08326	Reproduction Equipment Operator 1 to 2	18 months
04016-04017	Disaster Project Specialist 1 to 2	12 months	00354-00355	Revenue Agent 1 to 2	12 months
03251-03252 83251-83252	Drug Abuse Counselor 1 to 2	12 months	00350-00351	Revenue Examiner 1 to 2	12 months
14809-14810	Fire Inspector 1 to 2	18 months	04110-04111	Right of Way Agent 1 to 2	18 months
15052-15053	Gaming Representative 1 to 2	12 months	08346-08347	Sign Fabricator 1 to 2	12 months
00118-00119	Information Technology Specialist 1 to 2	6 months	05465-05466	Soil Conservation Technician 1 to 2	18 months
00114-00115	Information Technology Support Worker 1 to 2	6 months	00743-00744	Statistical Research Analyst 1 to 2	18 months
00444-00445	Insurance Company Examiner to Insurance Company Examiner Senior.	12 months	00528-00529	Utility Analyst 1 to 2	12 months
00695-00696	Investigator 1 to 2	12 months	08405-08406	Water/Disposal Plant Operator 1 to 2	18 months
00881-00882	Job Insurance Quality Auditor 1 to 2	12 months	00060-00061	Word Processor 1 to 2	6 months

Also requires successful completion of Public Safety Communications Operator Certification program.